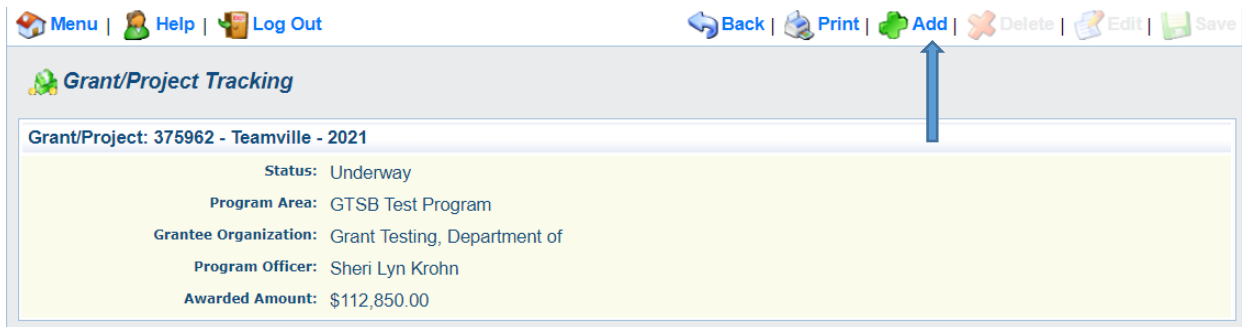


How to submit a **PEDESTRIAN SAFETY PROJECT ACTIVITY REPORT** in Iowa Grants

- Go to www.iowagrants.gov and log in
- Click on **My Grants** and then select grant for current fiscal year
- Click on **Status Reports**
- Click on **Add** at the top of the page



Menu | Help | Log Out

Back | Print | **Add** | Delete | Edit | Save

Grant/Project Tracking

Grant/Project: 375962 - Teamville - 2021

Status: Underway

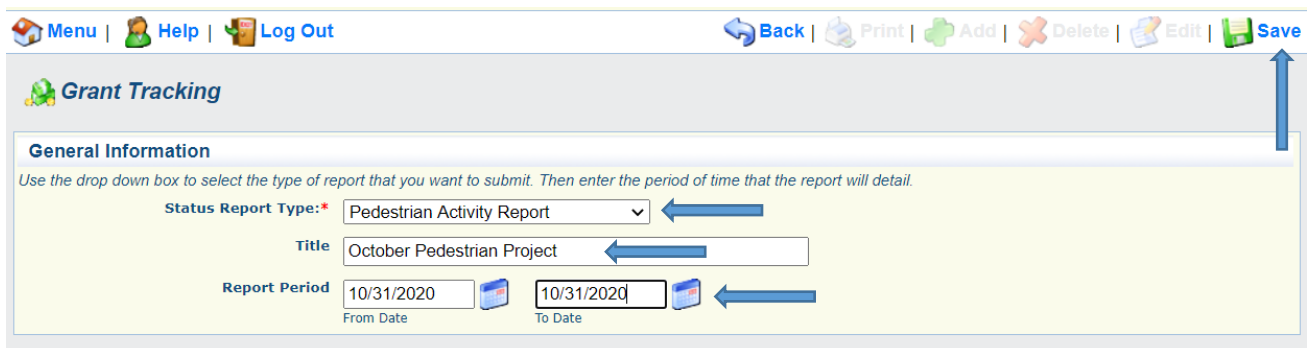
Program Area: GTSB Test Program

Grantee Organization: Grant Testing, Department of

Program Officer: Sheri Lyn Krohn

Awarded Amount: \$112,850.00

- Select **Pedestrian Activity Report** from the Status Report Type drop down menu
- For the **Title Field**, enter the month you conducted the project followed by the words "Pedestrian Project"
- Click on the calendar icons to enter the project start and end dates in the **Report Period** fields
- Click **Save** in upper right corner



Menu | Help | Log Out

Back | Print | Add | Delete | Edit | **Save**

Grant Tracking

General Information

Use the drop down box to select the type of report that you want to submit. Then enter the period of time that the report will detail.

Status Report Type: * Pedestrian Activity Report

Title: October Pedestrian Project

Report Period: 10/31/2020 (From Date) 10/31/2020 (To Date)

- Click **Return to Components**

Menu | Help | Log Out Back | Print | Add | Delete | Edit | Save

Grant Tracking

General Information [Return to Components](#)

Use the drop down box to select the type of report that you want to submit. Then enter the period of time that the report will detail.

ID: 377748


Status Report Status: Editing

Due Date:

Status Report Type: Pedestrian Activity Report

Title: October Pedestrian Project

Report Period: 10/31/2020 (From Date) 10/31/2020 (To Date)



- Click on **Pedestrian Safety Activity Report** in the table

Status Report: 373742 - 28

Grant: [373742-Des Moines PD 2021 Tester](#)

Status: Editing

Program Area: GTSB Test Program

Grantee Organization: Grant Testing, Department of

Program Manager: Regina Sterbenz

Components [Preview](#) | [Submit](#)

Complete each component of the status report and mark it as complete. Click Submit when you are done.

Name	Complete?	Last Edited
General Information	✓	10/05/2020
Pedestrian Safety Activity Report ←		

- Click **Edit** in the upper right hand corner of page
- Select the month in which you conducted your project from the Pedestrian Safety Activity Report drop down menu
- Click on the calendar icon to select the date in which you conducted your project
- Enter your project start and end times
- Enter the total project hours
- Enter the total number of officers participating in the project
- Enter the total number of hours you are requesting for GTSB OT reimbursement
- Answer the yes/no question about Educational Presentations. If No, move on to Pedestrian Safety Project Violations section.

- If Yes, Enter the total number of hours you are requesting for GTSB OT for Educational Presentations.

Pedestrian Safety Activity Report

Pedestrian Safety Activity Report* ←

Date of Project* ←

Project Start time* ←
Enter the project start time in military hours.

Project End time* ←
Enter the project end time in military hours.

Total Project Hours* ←
Enter the total number of hours for the project.

of Officers Participating - Hosting Agency Only* ←

GTSB Pedestrian Safety Enforcement Overtime* ←
Please enter the number of GTSB Pedestrian Safety Enforcement Overtime hours being requested for reimbursement.

Was Overtime for Educational Presentation(s) worked during this reporting period?* ☒ Yes ☐ No ←

Total Overtime Hours Worked for Educational Presentation(s) ←

- The next section is where you will be filling in your contacts per category
- To begin, click in the first text field, enter number of contacts for Pedestrian Violations CITATIONS (even if it is zero) and then hit TAB
- Next enter the number of contacts for Pedestrian Violation WARNINGS and then hit TAB
- Repeat this process for each of the following sections:

Pedestrian Safety Project Violations

For the Pedestrian Safety project, enter the number of citations and warnings issued to both pedestrians and drivers in the appropriate categories. Count each contact only once.

Pedestrian Violations -No bicycles	<input type="text"/>	<input type="text"/>
	Citations	Warnings
Driver Violations	<input type="text"/>	<input type="text"/>
	Citations	Warnings
Speed Violations	<input type="text"/>	<input type="text"/>
	Citations	Warnings
Electronic Device Violations	<input type="text"/>	<input type="text"/>
	Citations	Warnings
Move Over Violations	<input type="text"/>	<input type="text"/>
	Citations	Warnings
Other Traffic Violations	<input type="text"/>	<input type="text"/>
	Citations	Warnings

Public Information Activities

In accordance with the contract, 2 media contacts (Radio, Newspaper, TV) AND 6 social media (digital) posts are required during the contract year.

Per the category below, enter the number of pedestrian focused public information activities the agency completed this month. Additional media and social media posts are encouraged.

If postings are on multiple social media outlets (such as Twitter, Facebook, Instagram, etc), please be sure to count each pedestrian safety post. For example, if posting on Facebook and Twitter, count 2.

TV*

Radio*

Print*

Digital*

Comments

Detail the content of the public information activities conducted.

- Click **Save** in the top right corner of the page
- If there is Public Information Activities to Attach, scroll down to the section, click the blue font Add button

Public Information Activities Attachment(s)

Add

Is there public information documentation to upload?

Attachment(s)

- Click Yes and then click on Choose File to browse and locate document for uploading

Public Information Activities Attachment(s)

Is there public information documentation to upload?* ☒ Yes ☐ No

The agency must upload any posts, articles, etc which were posted or printed for this project.

Attachment(s)

Choose File

- Click **Save** in the upper right corner of page
- If an Educational Presentation was conducted, scroll down to the section, click the blue font Add button


Educational Presentation(s) Activity

Add

Date of Educational Presentation	Agency/Group Requesting Presentation	Number of people in attendance	Number of Overtime hours for this presentation	Comments
----------------------------------	--------------------------------------	--------------------------------	--	----------

- Complete the Educational Presentation Activity fields

Educational Presentation(s) Activity

Date of Educational Presentation* 

Agency/Group Requesting Presentation

Number of people in attendance

Number of Overtime hours for this presentation

Comments

- Click **Save** in the upper right corner of page
- If you have comments, click on Edit at the upper right of page, scroll down to Comments box and click on **Return to Top** when you are finished

Comments

Please note any additional activity or unusual circumstances which occurred this month.

Comments

[Return to Top](#)

- Click **Save**

[Menu](#) | [Help](#) | [Log Out](#) [Back](#) | [Print](#) | [Add](#) | [Delete](#) | [Edit](#) | [Save](#)

Grant/Project Tracking

Status Report: 375962 - 17

Grant: [375962-Teamville](#)

Status: Editing

Program Area: GTSB Test Program

Grantee Organization: Grant Testing, Department of

Program Manager: Sheri Lyn Krohn

- Click **Mark as Complete**

Pedestrian Safety Activity Report [Mark as Complete](#) | [Go to Status Report Forms](#)

Pedestrian Safety Activity Report* January

Date of Project* 10/31/2020

Project Start time* 0700
Enter the project start time in military hours.

Project End time* 0900
Enter the project end time in military hours.

Total Project Hours* 2
Enter the total number of hours for the project.

of Officers Participating* 4

GTSB Pedestrian Safety Enforcement Overtime* 8.0
Please enter the number of GTSB Pedestrian Safety Enforcement Overtime hours being requested for reimbursement.

- Click **Submit**

Components [Preview](#) | [Submit](#)

Complete each component of the status report and mark it as complete. Click Submit when you are done.

Name	Complete?	Last Edited
General Information	✓	10/09/2020
Pedestrian Safety Activity Report	✓	10/09/2020

- If there are no further edits to this form, click **OK**

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www.iowagrants.gov says

Submitting the Status Report will lock all sections from further editing.
Have you completed all sections? Are you sure you are ready to submit this Status Report?

OK **Cancel**

Once you see the screen below, you will know that your submission was successful and your Program Administrator has been notified of your submission.

Status Report Submitted Confirmation

You have successfully submitted your Status Report with Status Report ID [377557]. Grantor has received your Status Report for evaluation. You can return to the Grant forms by clicking [here](#)